

This Document Will Demonstrate the Following:

Explains the procedures for competitive bidding

Informs the process of becoming a Statewide Contracted Vendor

Navigation instruction to locate open Solicitation opportunities

Notes:

This training aid provides step by step instructions for searching for open Solicitation opportunities.

*Responding to a Solicitation does not constitute a contract award. Each Solicitation has specific criteria for determining contract awards.

To find a solicitation to respond to that may result in a Statewide Contract.

Follow these steps:

- Select the Comm-PASS link under OSD Programs
 - Select the Solicitations tab
 - Select Search for a Solicitation
 - Select the Statewide Contract Box
 - Select the document status check box to open
 - Select any blue search key
 - Select the blue link with the search result
 - Select the eyeglass icon under "view to see the details of the Solicitation
 - Select each tab to view the specifics on the Solicitation
 - Follow the directions for bidding (each bid process is unique) all instructions are listed under the Specifications Tab in the Request For Response document (RFR)
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